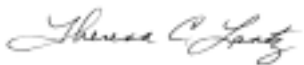
 <p>State of Connecticut Department of Correction</p> <p><b>ADMINISTRATIVE DIRECTIVE</b></p>	<p>Directive Number 6.7</p>	<p>Effective Date 6/1/2006</p>	<p>Page 1 of 7</p>
<p>Approved By</p> 	<p>Supersedes</p> <p>Searches, dated 3/15/1999</p> <p>Title</p> <p>Searches Conducted in Correctional Facilities</p>		

1. Policy. The Department of Correction shall maintain safety and security by conducting searches as provided for in this Directive.
2. Authority and Reference.
  - A. Connecticut General Statutes, Sections 18-81, 18-81v, 53a-174 through 53a-174b.
  - B. Applicable Case Law.
  - C. American Correctional Association, Standards for Administration of Correctional Agencies, Second Edition, April 1993, Standard 2-CO-3A-01.
  - D. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standards 4-4192 through 4-4194, 4-4282 and 4-4285.
  - E. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standards 4-ALDF-2C-01, 4-ALDF-2C-03 through 4-ALDF-2C-05 and 4-ALDF-6C-19.
  - F. American Correctional Association, Standards for Adult Probation and Parole Field Services, Third Edition, August 1998, Standard 3-3177.
  - G. Administrative Directives 6.2 Facility Post Orders and Logs; 6.6, Reporting of Incidents; 6.8, Urinalysis; and, 6.9, Control of Contraband and Physical Evidence.
3. Definitions. For the purposes stated herein, the following definitions apply:
  - A. Authorized Detector/Scanning System. Any authorized equipment (e.g., BOSS chair, ion spectrometry detector, metal detector, etc.) used to scan for, and detect, concealed contraband.
  - B. Body Orifice Scanning System (BOSS Chair). A scanning system designed to detect metal objects concealed in oral, anal, vaginal cavities or other parts of the body.
  - C. Contraband. An item (1) not authorized to be in a facility, the grounds of a facility, a vehicle, a contract program area or in an inmate's possession; (2) that is authorized, but used in an unauthorized or prohibited manner, or (3) that is authorized, but altered.
  - D. Contractor. A person or organization that agrees to furnish materials or to perform services for the Department. Contractors may include organizations which provide services to the Department without cost. Contractors providing services to the Department are subject to all applicable rules and regulations.
  - E. Employee. For the purposes of this Directive only, an employee shall be a person employed by the Department of Correction or anyone designated by the Commissioner or designee who is allowed unescorted access in a correctional facility.
  - F. General Facility Search. A planned and systematic search of all areas within the secure perimeter and the grounds of a correctional facility.

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- G. Ion Spectrometry Detector. A device for screening individuals, their belongings, mail, and packages for the presence of illegal or contraband substances.
- H. Manual Body Cavity Search. The manual examination of an inmate's mouth, nose, ears and/or genital/rectal areas as provided by Section 7 of this Directive, this shall not include examinations conducted for medical purposes.
- I. Pat Search. A systematic observation and physical inspection, using the hands, of a person while clothed.
- J. Reasonable Suspicion. Judgment based on specific objective facts and reasonable inferences drawn in light of experience, training and education.
- K. Search. Any inspection of a person, area or property.
- L. Strip-Search. A strip-search shall mean a visual body cavity search which includes a systematic visual inspection of an unclothed person's hair, body cavities (to include the individual's: ears; nose; mouth; under arms; soles of the feet and between the toes; and rectum) and genitalia. A strip-search shall not involve physical contact by Department employees. This search shall also include a physical search of the clothing and any personal effects.
- M. Temporary Surrender. An inmate admitted to a Department facility under arrest but without a court order, pending arraignment.
- N. Visitor. For the purposes of this Directive only, a visitor shall be a person entering a correctional facility who is not an employee, contractor or an inmate.

4. Inmate Pat Searches. A pat search shall be conducted:

- A. On all inmates to be transported outside the facility;
- B. At the conclusion of all contact visits;
- C. Preceding a strip-search; or,
- D. On a random basis to further any correctional purpose.

A pat search shall include an inspection of the person's clothing and any item in the person's possession.

5. Inmate Strip-Searches. An inmate strip-search shall normally be conducted in an area out of view of individuals not involved in the search process. All clothing and items in the inmate's possession shall be examined. Reasonable accommodations shall be made to provide for same gender strip-searches. When such accommodation cannot be made and a strip-search is deemed to be essential without delay, then a cross gender strip-search shall be conducted. All cross gender strip-searches shall be reported on CN 6601, Incident Report, in accordance with Administrative Directive 6.6, Reporting of Incidents.

- A. Strip-Searches When Reasonable Suspicion is not Required. A strip-search shall be conducted for the following circumstances:
  - 1. Upon admission or return of a sentenced inmate (to include any inmate incarcerated for a fine) to a Department facility;
  - 2. Upon admission or return of an inmate to a Department facility being held for:

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- a. a felony offense; or,
  - b. a misdemeanor offense NOT listed on Attachment B, Offenses Requiring Reasonable Suspicion to Conduct a Strip-Search; or,
  - c. a violation of probation, temporary surrender or a youthful offender charged with a felony or for a misdemeanor offense NOT listed on Attachment B; or,
  - d. a remand from United States Department of Homeland Security (Immigration and Customs Enforcement); or,
  - e. a remand from the United States Marshals Service; or,
  - f. a temporary confinement of extradition in a third state.
- 3. Upon readmission to a facility from a halfway house, parole, special parole, transitional supervision or any other community release program.
  - 4. Upon inter-facility or out-of-state transfer provided that the inmate is sentenced.
  - 5. Upon entering and leaving a level 5 facility or a designated level 5 housing unit at York CI or Manson YI.
  - 6. Upon initial placement in a specialized housing unit, to include the following:
    - a. administrative segregation;
    - b. chronic discipline;
    - c. close custody;
    - d. close monitoring;
    - e. medical inpatient;
    - f. mental health;
    - g. protective custody; or,
    - h. restrictive housing.
  - 7. When the inmate has participated in a significant incident during the inmate's current incarceration.
  - 8. When submitting a specimen for urinalysis, in accordance with Administrative Directive 6.8, Urinalysis.
  - 9. At the conclusion of any contact visit.
  - 10. During a planned general facility search or any other search conducted within a facility other than intake.
  - 11. During a facility emergency (i.e., disturbance, hostage situation, etc.).

B. Strip-Searches When Reasonable Suspicion is Required. Reasonable suspicion in accordance with Attachment A, Strip-Search Decision Tree shall be established prior to conducting a strip-search in the following statuses:

- a. a misdemeanor offense listed on Attachment B; or,
- b. a violation of probation, temporary surrender or a youthful offender charged with a misdemeanor offense listed on Attachment B; or,
- c. an accused civil charge.

Reasonable suspicion that the inmate is concealing contraband shall be documented on Form CN 6701, Strip-Search Report and forwarded to the Shift Commander or designee for authorization to conduct a strip-search prior to any such search being performed.

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If reasonable suspicion that the inmate is concealing contraband is not established in accordance with this Directive, the inmate shall not be strip-searched.

- C. Identification and Tracking of Minor Misdemeanor Offenders. Upon admission or readmission, the Admissions and Processing (AP) Officer or other authorized staff shall review all incoming continuance mittimus/admitting documents to determine if a pretrial offender is being held solely for a misdemeanor offense(s) listed on Attachment B. If the offender is being held solely for a misdemeanor offense(s) listed on Attachment B, then CN 6702, Minor Misdemeanant Identification Form shall be completed and an appropriate computer entry made to establish a flag identifying the offender as a minor misdemeanant. CN 6702, Minor Misdemeanant Identification Form shall be maintained in Section 3 of the inmate's master file. In the event there is a status change based on new charges, information or other relevant reasons, Section 3 of CN 6702, Minor Misdemeanant Identification Form shall be completed to initiate the removal of the flag from the computer screen.

6. Reasonable Suspicion.

- A. Determining Reasonable Suspicion. Any of the following factors shall be taken into account when determining reasonable suspicion:
1. The nature of the crime or offense with which an offender is charged (i.e., is the inmate's charge a felony or a misdemeanor NOT listed on Attachment B);
  2. The circumstances of the individual's arrest or detention, if known;
  3. The particular characteristics of the offender (e.g., physical appearance, behavior, risk for self-harm, past criminal or correctional history, etc.);
  4. Positive reading from authorized detector/scanning equipment or canine alert;
  5. Informant information; or,
  6. Other facts contributing to suspicion or lack thereof.
- B. Determining Reasonable Suspicion Based on Informant Information. If the information used to determine reasonable suspicion derives from an informant, the following factors should be considered and documented on CN 6601, Incident Report:
1. The nature of the tip or information;
  2. The reliability of the informant;
  3. The degree of corroboration;
  4. The motivation of the informant to be truthful; and,
  5. Other facts contributing to suspicion or lack thereof.
- C. Posting of Reasonable Suspicion Criteria. A copy of Attachment A and Attachment B shall be laminated and posted at each point of admission.

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7. Inmate Manual Body Cavity Search. An inmate manual body cavity search shall be performed only by a medical professional under the supervision of a licensed physician. An examination conducted for medical purposes shall not be considered a search as it applies to this Directive. In conducting manual body cavity searches, the following guidelines shall be followed:
  - A. A manual body cavity search shall be conducted when there is reasonable suspicion that the inmate may be carrying contraband.
  - B. A manual body cavity search of an inmate may only be considered after reasonable, less intrusive measures of recovery of the suspected contraband have been considered or employed as appropriate (e.g., persuasion, self-retrieval, x-ray, expulsion, etc.). This may include placement in a dry cell or room under direct observation for a minimum of 72 hours if required.
  - C. A manual body cavity search shall only be conducted upon approval by the Deputy Commissioner of Operations.
  - D. The Director of Programs and Treatment or designee shall assign an appropriate Health Service employee to conduct the search.
  - E. A manual body cavity search shall be conducted in a clinical setting (i.e., Health Services Unit or outside hospital).
  - F. When security employees need to be present, reasonable accommodations shall be made to provide for employees who are of the same gender as the person searched.
  - G. Upon completion of a manual body cavity search, CN 6601, Incident Report shall be completed in accordance with Administrative Directive 6.6, Reporting of Incidents, shall be completed by the custody designee and submitted to the Deputy Commissioner of Operations stating the reasons for the search, other options which were considered or employed, the individuals present when the search was conducted, and the findings of the search. In addition, a medical incident report shall be completed by the Health Service employee conducting the examination and submitted with the original incident report.
  - H. A visual inspection of the oral cavity shall be conducted when an employee dispenses medication. The inmate shall be required to open the mouth, lift the tongue and move the tongue from side to side.
  
8. Search by Means of Metal Detectors, Ion Spectrometry Detectors and Other Authorized Scanning/Detecting Systems. Search by means of metal detectors, ion spectrometry detectors and other authorized scanner/detecting systems shall be conducted as follows:
  - A. During admission, transfer or routine transport of an inmate;
  - B. Whenever an inmate is suspected of ingesting or inserting metallic contraband in a body cavity; and,
  - C. On a random basis to further any correctional purpose.

If a positive reading is indicated, CN 6701, Strip-Search Report shall be completed and a strip-search conducted in accordance with Section 5 of this Directive.
  
9. Canine Searches. Canine searches shall be utilized to provide a safe and secure environment for the public, employee and inmates by controlling the introduction, movement and use of contraband. Canine searches shall be utilized as authorized by the Unit Administrator.

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10. Non-Inmate Searches. Non-inmates and their property may be subject to searches upon entering the perimeter or grounds of a correctional facility or any other site operated by the Department of Correction, as follows:

- A. Visitors/Contractors. A visitor/contractor shall be required to pass through a metal detector when initially entering the secure area of a correctional facility. In accordance with Section 18-81v of the Connecticut General Statutes, a visitor who activates a walk-through metal detector shall be given the opportunity to submit to a search with a portable or hand-held metal detector in order to gain entrance into the correctional facility. If the visitor consents to a search with a portable or hand-held metal detector, the visitor shall be escorted by a correction officer of the same sex to a separate room, restroom or other private location within the correctional facility, where the visitor shall first remove any object or article of clothing that activated the walk-through metal detector and then submit to a portable or hand-held metal detector search. If the portable or hand-held metal detector is not activated during such search, the visitor shall be allowed to re-apply the object or article of clothing that activated the walk-through metal detector before exiting the separate room, restroom or other private location where the portable or hand-held metal detector search is conducted and shall be allowed to enter the correctional facility. If the portable or hand-held metal detector is activated during such search, the visitor shall be escorted out of the correctional facility.
- B. Employees. An employee, at a minimum, may be required to pass through a metal detector or submit to a pat search when entering a facility. In addition, an employee may be subject to a strip-search based on reasonable suspicion that the employee is carrying contraband. Such search shall only be authorized by the Unit Administrator or higher authority. An employee and a supervisor of the same gender shall conduct such searches in a private area. Refusal to submit to a search may subject the employee to disciplinary action, up to and including dismissal from state service.

11. Vehicle Searches. All vehicles entering facility property are subject to random or routine search with consent. Failure to give consent shall result in denial of access.

- A. Posting and Notification. A sign shall be posted at each facility entrance stating:

*"You are entering a correctional facility. All visitors and vehicles are subject to search by Department of Correction personnel. It is a crime to convey, pass or causing to be conveyed or passed into this facility any item that is prohibited by Sections 53a-174, 53a-174a and 53a-174b of the Connecticut General Statutes. Violators shall be prosecuted. A list of prohibited items is posted inside."*

- B. List of Prohibited Items. A list of prohibited items shall be prominently posted in the lobby area utilizing Attachment C, List of Prohibited Items.

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12. Facility Searches. Each unit shall develop unit directives and a unit search plan to meet the requirements of this Directive. The unit directive and plan shall include:
  - A. General Facility Searches. A general facility search shall be authorized by the Unit Administrator. General facility searches shall be conducted at least annually at Level 2 and 3 security classification facilities and not less than twice each year at Level 4 and not less than three (3) times each calendar year at Level 5 security classification facilities. When a facility search is conducted the entire facility shall be searched prior to returning to normal operations. The appropriate District Administrator shall be notified prior to a general facility search.
  - B. Housing Unit/Area Searches. Housing unit and area (e.g., kitchen, industry plants, gymnasium) searches shall be conducted routinely and periodically as authorized by the Shift Commander.
  - C. Cell, Room, Cubicle and Other Housing Area Searches. A search of an inmate's cell, room, cubicle or other housing area shall be conducted by the assigned correction officer as directed by a supervisor or as required by facility policy. If the inmate is present in the cell, room, cubicle or other housing area, the inmate shall be removed and pat searched prior to the cell, room, cubicle or other housing area being searched. Cell, room, cubicle or other housing area searches shall be recorded in the station log and facility log in accordance with Administrative Directive 6.2, Facility Post Orders and Logs.
  - D. Community Contract Agency Searches. The Department shall develop the policy, procedure and schedule for each halfway house to annually conduct a general facility search consistent with this Directive. Such policies and procedures shall be submitted to the Deputy Commissioner of Operations by July 1 of each year.
13. Handling of Contraband and Physical Evidence. All handling, documentation and disposal of contraband and physical evidence shall be in accordance with Administrative Directive 6.9, Control of Contraband and Physical Evidence.
14. Forms and Attachments. The following forms and attachments are applicable to this Administrative Directive and shall be utilized for the intended function:
  - A. CN 6701, Strip-Search Report;
  - B. CN 6702, Minor Misdemeanant Identification Form;
  - C. Attachment A, Strip-Search Decision Tree;
  - D. Attachment B, Offenses Requiring Reasonable Suspicion to Conduct a Strip-Search; and,
  - E. Attachment C, List of Prohibited Items.
15. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.